SETTING UP A JUSTGIVING PAGE

JustGiving is a quick and easy way of raising sponsorship money! By collecting money online you do not have the hassle of chasing people for their promised money after the event! All funds are paid directly into the Southampton Hospital Charity's bank account and the ward/department fund of your choice.

All you have to do is:
Log onto http://campaign.justgiving.com/charity/suh/childrensed .

- Click on 'fundraise for campaign' and log in or set up an account by registering your details.
- Start Fundraising.
- Select the type of fundraising you are going to doing:
  - Organised event.
  - Celebrating an occasion.
  - Remembering someone.
  - Doing your own thing.
- Follow instructions as directed on the screen. You will be asked various questions about the event depending on the option selected above (each section will vary so you will not necessarily answer all of them).
- Choose a web page (i.e. www.justiving.com/alanna).
- JustGiving will then create your page.
- Personalise and edit your page. Insert a page title i.e. 'Alanna's Skydive'.
  You are able to enter free text and a picture. Please use this space to say which area of the hospital you are fundraising for, we will then honour this and ensure all money you raise will go to the correct area.
- Click 'Save and continue'. This will finalise the process and create your page.
- Your page is then ready to go, you are able to link it to Facebook and to email all your friends.
- For further edits you will see a 'Edit your page' button in the top left corner. This gives you various options as below;
  - Information and links on how to share your on page.
  - How to further edit and personalise your page.
  - Editing your target and offline target (this handy for if you are also collecting sponsorship for events offline too). As and when you collect monies you are able to update your page with your offline figure.
  - Post updates to your page/Connect your page with others.
  - Within this section, you are now also able to set up your own JustGiving unique text code, making it even easier for people to donate to your cause.

Gift aid: Please be aware of the conditions for claiming gift aid. If you are unsure on your eligibility please contact the charity office for more guidance. *You can claim Gift Aid on donations from individuals.*
The donor must have paid the same amount or more in Income Tax or Capital Gains Tax in that tax year.
GOOD LUCK!!!

Southampton Hospital Charity
Charity registration number: 1051543

Southampton Children's Hospital Charity is a fund of
Southampton Hospital Charity

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